



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL
BOX 788250
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 5370.1C
Code 0102
29 July 1997

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 5370.1C

From: Commanding Officer

Subj: STANDARDS OF CONDUCT AND GOVERNMENT ETHICS

Ref: (a) DOD 5500.7R of 30Sep93, Joint Ethics Regulations
(JER)
(b) SECNAVINST 5370.2J
(c) SECNAV msg 020001Z Feb 93

Encl: (1) Bedrock Standards of Conduct for Department of Navy
Personnel

1. Purpose. To establish policy and provide direction in support of minimum standards and rules of conduct required of all personnel.

2. Cancellation. NAVHOSP29PALMSINST 5370.1B.

3. Background

a. Reference (a) establishes the Department of Defense (DOD) policy regarding Standards of Conduct and Government Ethics. Additionally, it sets procedures for reporting and enforcing post-Government service employment restrictions. References (b) and (c) are the Department of the Navy (DON) implementation policies.

b. Confidential Statement of Affiliations and Financial Interests (SF-450)

(1) Principle Purpose is to enable the Commanding Officer or other Department of Defense (DoD) agencies to determine whether there are actual or apparent conflicts of interest between the individual's present and prospective official duties and the individual's non-federal affiliations and financial interests.

(2) Filing. Staff Judge Advocate, Marine Corps Air Ground Combat Center notifies responsible members of requirements to file and maintains files of the Confidential Financial Disclosure Report (SF-450).

c. Personnel required to file:

(1) Head, Fiscal Department

(2) Head, Material Management Department

(3) Contracting Officer's Technical Representatives (COTRS).

(4) Other personnel serving in positions in which the Commanding Officer determines that their duties and responsibilities of the position require the incumbent to file such a report to avoid any actual or apparent conflict of interest.

4. Policy. Naval service or employment is a public trust and requires all personnel to place loyalty and fidelity to the United States, to the (DON), to ethical principles, and to the law, above private gain or personal interest.

5. Action

a. Standards of Conduct Coordinator shall:

(1) Be assigned in writing by the Commanding Officer.

(2) Ensure that the Bedrock Standards of Conduct for DON personnel and the Code of Ethics for Government Service poster are prominently displayed within the Command.

(3) Monitor training to ensure compliance with the guidelines of references (a) through (c).

(4) Provide, upon request, a copy of references (a) and (b) to all personnel and periodically publish the enclosure and other items of interest regarding Standards of Conduct in the Plan of the Day.

(5) Ensure that all personnel leaving the Federal Service are briefed concerning post-Government employment service.

b. Head, Education and Training Department shall:

(1) Ensure that Standards of Conduct and Government Ethics are included in staff orientation training, the Command Training Plan, and annual General Military Training. Orientation training shall be tailored to the nature of the duties of the individual to the maximum extent possible.

(2) Maintain documentation of all such training, including entries in the individual training records.

c. Head, Personnel Management Department shall ensure that reservists performing active duty for training (AT) are assigned duties that avoid conflict of interest or the appearance of conflict of interest.

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d. Department Heads shall become familiar with the provisions of reference (a) and comply with the guidance provided therein.

6. Applicability. This instruction is applicable for all personnel aboard Naval Hospital, Twentynine Palms, CA.



R. S. KAYLER

Distribution:
List A

BEDROCK STANDARDS OF CONDUCT FOR DEPARTMENT OF THE NAVY PERSONNEL

To maintain the public's confidence in our institutional and individual integrity, ALL Department of the Navy personnel shall:

a. Avoid any action, whether or not specifically prohibited by the rules of conduct, which might result in or reasonably be expected to create an appearance of:

- (1) Using public office for private gain.
- (2) Giving preferential treatment to any person or entity.
- (3) Impeding government efficiency or economy.
- (4) Losing complete independence or impartiality.
- (5) Making a government decision outside official channels.

b. Not engage in any activity or acquire or retain any financial or associational interest that conflicts or appears to conflict, with the public interests of the United States related to their duties.

c. Not accept gratuities from Department of Defense contractors unless specifically authorized by law or regulation.

d. Not use their official positions to improperly influence any person to provide any private benefit.

e. Not use inside information to further a private gain.

f. Not wrongfully use rank, title, or position for commercial purposes.

g. Avoid outside employment or activities incompatible with their duties, or which may discredit the Navy.

h. Never take or use government property or services for other than officially approved purposes.

i. Not give gifts to your superiors or accept them from your subordinates when it is not appropriate to do so.

j. Not conduct official business with persons whose participation in the transaction would violate law or regulation.

k. Seek ways to promote efficiency and economy in government operations.

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l. Preserve the public's confidence in the Navy and its personnel by exercising public office as a public trust.

m. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department.

n. Uphold the Constitution, laws, and regulations of the United States and never be a party to their evasion.

o. Give a full day's labor for a full day's pay, providing earnest effort to the performance of duties.

p. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept for himself or herself or for family members, favors or benefits under any circumstances which might be construed by reasonable persons as influencing the performance of government duties.

q. Make no private promises of any kind binding upon the duties of office.

r. Not engage in business with the government, either directly or indirectly, inconsistent with the conscientious performance of governmental duties.

s. Expose corruption wherever discovered.